

# Nick's Place

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## Program Coordinator Position Description

Nick's Place is a Recovery Home for young men 20-26 years of age who have completed treatment for the disease of addiction. We provide a clean, safe, sober home to our residents for a period of 6-12 months. Under the leadership of its board and founding Executive Director, Nick's Place has developed a track record of significant accomplishments since its inception in 2000.

Working under the direction of the Program Director, the Program Coordinator is a diverse position that requires that the individual have a commitment to the development of young adults, an understanding of the recovery process, and highly organized with a strong ability to take initiative in managing a variety of tasks. Candidate will also need to practice patience and have a sense of humor! Before Applying we encouraged you to visit our website [www.nicksplace.org](http://www.nicksplace.org) to learn about our history, culture, and program.

REPORTS TO: Program Director

REQUIRED HOURS: Full-time Monday through Friday. 10:00am - 6:30pm

SALARY OR WAGE: Commensurate with experience

REQUIRED SKILLS: Minimum High School Diploma. Must be proficient in, Google Drive or Microsoft Word, Excel and the Internet; must have good written and communication skills; must have a valid driver license and reliable transportation.

RESPONSIBILITIES: The key responsibilities of the Program Coordinator are:

### **I. Resident and Family interaction - Assist in the following**

1. Interviewing prospective residents
2. Preparing residents for employment searches; including helping with resume and application preparation
3. Keeping residents on task and accountable
4. Conducting room inspections and random drug screens
5. Leading nightly dinner program and resident one-on-one meetings
6. Providing direction and guidance in problem solving and decision making
7. Oversee residents in locating social services and medical assistance
8. Answering questions or concerns by family members

**II. Facility Upkeep = Assist in the following**

1. Oversight and upkeep of house operations
2. Arranging maintenance requests
3. Organizing all aspects of the household
4. Shopping for food and household supplies

**III. Administrative Responsibilities - Assist in the following**

1. Supervising interns
2. Solving day-to-day problems
3. Orientation and training new employees
4. Contacting and interacting with treatment providers
5. Development, maintenance and formatting of standard documents, forms and procedures
6. Developing and distributing marketing materials

Please e-mail [AndrewMalone@NicksPlace.org](mailto:AndrewMalone@NicksPlace.org) with questions. If interested in applying, please send your **cover letter and resume** in Drive, Word, or PDF format to the same e-mail with Program Coordinator in the subject line.